

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Family Advocacy Program (FAP)

**POSITION/TITLE:** Administrative/Special Project Assistant

**FIRST LINE SUPERVISOR:** FAP Program Coordinator

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** Support Family Advocacy Program Manager with organizing standards and materials for inspections as needed.

**DUTIES:** Assists staff during special events months in all areas; Organizes FAP Standards in preparation for Inspection; Types and files as needed; Work may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non-duty (evenings and weekends) hours, however this is not mandatory.

**TIME/DRIVING REQUIRED:** Time varies – to be determined by supervisor and volunteer; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

**QUALIFICATIONS:** Typing and Filing Skills with administrative knowledge; Willingness to work with a diversified group; Ability to stay objective when confronted with negative family information; Positive attitude toward work.

**TRAINING:** Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Counseling on the importance of the ACS Volunteer Confidentiality statement and how it relates to FAP; Training on Filing System; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATIONS:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.